

SOURCING **E-TENDERING**

E-Tendering



SOURCING E-TENDERING

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INTRODUCTION

WHAT IS ORACLE SOURCING?

Oracle Sourcing provides flexible negotiation capabilities to buyers, enabling them to efficiently obtain the best possible prices for goods and services. The Two different types of sourcing documents available - **requests for quotations (RFQ)**, **requests for information (RFI)**.

Buyers can create negotiations that drive prices based not only on price, but on lead times, quantity, and item-specific attributes

ORACLE SOURCING INTEGRATION



<u>RFQ</u>

RFQs allow buyers to collect quotes from suppliers for items and services. Bidders submit a single quote per round. Buyers review the quotes, may amend the supplier list, and submit the RFQ for subsequent rounds of negotiating.

<u>RFI</u>

RFIs allow buyers to collect information from suppliers on the goods and services the suppliers provide.

This allows buyers to qualify a group of suppliers and identify the suppliers to be included later in the negotiation.

INTRODUCTION

ORACLE SOURCING PROCESS FLOW



INTRODUCTION

LOGIN PAGE



ACCESS ORACLE SOURCING RESPONSIBILITY



From the Home page go to menu list and find the following responsibility name: (XX Sourcing Buyer) Then go to Sourcing > Sourcing Home Page to open the home page of negotiations.

INTRODUCTION

HOME PAGE OF THE NEGOTIATIONS



QUICK LINKS

Quick Links

Create	Managa	Townletss	Deveeble Lietz
Create	Manage	Templates	Reusable Lists
RFI	Drafts	RFI	Invitation
RFQ	Events	• RFQ	Attribute
Auction	Deliverables	Auction	Requirement
• Сору	Draft Surrogate Responses		Cost Factor
Event	Supplier Research		
Create a new negotiation document (RFI or RFQ). Use Copy option to clone from previous documents.	Manage the existing draft negotiations by (edit, delete, and unlock). documents. Find suppliers details from the Supplier Research	When you create a new negotiation using a template, you simply apply the template to the negotiation, add to and edit details of the negotiation (as necessary), and publish your negotiation.	An invitation list can hele standardize your business practices by ensuring that all appropriate participants are invited to targeted negotiations.

CREATE RFQ FROM APPROVED PURCHASE REQUISITIONS

	Deman	d Workt	pench Amenda	Requisi	tions		Initiative	95		tiations	Intelligence	کی ک Assessments Cr	eate Assessment	
	Dem * India	tand V cates req	Vorkbench uired field Requisitions		Show	1 Filters	Table Diagn	ostics				2		New RFQ V aahorultqmaaash Q Q
					assign			ave Split ••						
		00 🔺	Requisition A	Item/Job	Qty Un	it Price	Currency 4	Need-By 🔺	Source	Actions				
3		ACTX	8321200380, 2	Software	50 Ea	:h 1500	AED			🔋 👺 🔀 🗏 📋				
		ACTX	8321200380, 1	Dell Laptop	50 Ea	:h 4500	AED			B Ŗ 🔀 🗏 📋				

Go to Requisitions page

1. Find the approved purchase requisition lines in the **Demand Workbench tab** by selecting one option from the defined filter or change it to " **new Search** " to search by Category, Requisition number, buyer .. etc.

2. Go to **Document Builder**

- Select one of the following Type:

New RFQ - for new tenders.

Add RFQ - to add more lines for existing RFQ.

- Select the **Outcome**:

Select the document type that will be created after completing the award RFQ.

3. Select lines and press on (**Add**) button to add them in the document builder.

ADD LINES IN THE DOCUMENT BUILDER

Demand Workbench

* Indicates required field
 My Requisitions
 Show Filters Table Diagnostics

Type Nev	v RFQ
OU aah	orultqmaaash
Outcome Sta	ndard Purchase Order with AME
* Style Stand	lard Negoti
Recently Added Ite	ems
Dell Laptop	50 Each
Software	50 Each
Number of Line	es 2
Tot	al 300,000.00 AED
NOTE: In the a the correct 'Do and process fu	
	Clear Update Create

After adding all required lines in the document builder, press on **(Create)** button to generate a new RFQ.

RFQ HEADER AND ADDITIONAL HEADER ATTRIBUTE FOR (BUYER & SUPPLIER)

* Indicates required field			
* Title of the RFQ Negotiation Style Quote Style Sealed	at	askgtfwlaasvpe, Mr. fchmpocdaaenwj Z Two-Stage RFQ 💷	
Event Security Level Private Description ClassifiedInfo		aaaaaatwaaauqg tandard Purchase Order with ME	
عنوان المناقسة باللغة العربية الوصف باللغة العربية Clarification Close Date 15-Jun-2023		Select the Class	ification close date.

If the Bank Guarantee applicable, then enter the following details:

- (%) percentage of Guarantee.
- Duration of the guarantee (Montho)

DOF-Public

Months).

New RFQ document will be created with a new number.

<u>Title</u>: Enter a brief about the tender.

Security level:

Public: The document can be viewed by any other buyers in the buying organization.
Private: The document can be viewed only by the creator, the creator's manager, and members of the document collaboration team (if any).

• **Hierarchy**: The document can be viewed only by the creator, the creator's manager, members of the document collaboration team (if any), and any members higher than the negotiation owner who are listed in the Security Hierarchy defined in Oracle Purchasing for that document type.

Enable Two-Stage RFQ:

The Two-Stage RFQ process involves the submission by the suppliers of a technical quote and a commercial quote. The technical quotes are opened and evaluated first to determine a list of qualified bidders, and only then are the commercial quotes of the qualified bidders opened and evaluated.

RFQ HEADER – ADDITIONAL HEADER ATTRIBUTE (BUYER ONLY)

Additional Header Attributes (Buyer Only)



- 1. Enter the <u>Negotiation Type</u> like : Limited Tender, Public, or Single source.
- 2. <u>Estimated Tender Value</u>: Enter the value if the value of request is zero or for long term agreement.
- 3. <u>Economics Sector (Activities)</u> :Select from the defined list of value.

Select the Type of Spend:

- **Opex** : For Operational requests.
- Capex : For Capital requests.
- N/A : if Not applicable.

Ref. Document No.:

Enter the internal Refence number related to this negotiation

Select the Standard Workflow?

- No Exclude Committee and Management
- No include Committee and Management
- Yes

RFQ HEADER - COLLABORATION TEAM

Collaboration Team

Sele	ct Members: Notify 📑 •••							
	*Member	Position	Approver	Access	Task	Target Date	Last Notified	Remove
	Alnuaimi جول	مىلىغ جەارڭ رئيسى.9041		Full		Ē		
	MOHD EL-SAYED حمدان بن	Senior Internal Auditor.2432	v	Full 🗸		, IIII		2

For each member, you can choose to:

- 1. Make the member an **approver** of the sourcing document.
- 2. Give the member the ability to **score** supplier responses to negotiation Requirements
- 3. Give the member **view-only** access to the document. They can view the document but can't update any information.
- 4. Define a particular **task** for that member to perform, and a **target date** by which the task should be completed. The team member marks the task as complete once it is finished.

Click on this Icon 📑 to add a new member in the collaboration team.

4

RFQ HEADER – CURRENCY

					Manage Response Currencie
Table Diagnostics		Currency AED		Price Precision An	~ <u>1</u>
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sauer, manage i	Response Currenc	CIES (RFQ 0525300	6)		Cancel Apply
	Response Current	cies (RFQ 6525306	6)		Cancel Apply
ndicates required field	Corporate Exchange Rate		5)		1
Indicates required field	Corporate Exchange Rate		6)		Cancel Apply
ndicates required field Exchange Rate Type * Exchange Rate Date	Corporate Exchange Rate	2	5)		1
ndicates required field Exchange Rate Type * Exchange Rate Date	Corporate Exchange Rate 17-Mar-2023	e v 2 es to Suppliers			1
Indicates required field Exchange Rate Type * Exchange Rate Date	Corporate Exchange Rate 17-Mar-2023	2			1

The Default currency of RFQ is (AED), press on (Manage Response Currencies) button to allow bidders submit their proposals by using selected foreign currencies, so the buyer must define the allowed foreign currencies and the exchange rate date, to convert the prices of submitted quotation to AED, as mentioned steps.

RFQ HEADER - REQUIREMENTS

		Collapse All	Add Requirement	Move	Delete Actio	ons E	qualize Weight	s v	Go Go) G 🔅 🔻 🏢				
ŵ														
	Focus	Title									Туре	Target		Weigh
		Requirements												
	\$	General												
		Valid Abu D	habi Trade License								Supplier Requi	red confirm and attached		
		Valid Power	of Attorney- the Authori	zed.							Supplier Requi	red confirm and attached		
		Sign All Ten	der Documents as instru	icted (the	forms is avalable in	in the He	eader Page At	achmen	t)		Supplier Requi	red confirm and attached		
		Prices must	be excluded from VAT ,	(Detailed	in the Commercial	l propos	al only)				Supplier Requi	red Noted		
		Valid ADLC	P certificate . (Note : if th	e ICV is r	ot provided as attac	achment	, then will cons	ider as i	not avai	lable and will get 0 in the ICV score)	Supplier Requi	red confirm and write your score of th	e certificate	
		All Tender d	ocuments attached in th	e Header	Page must be sig	gned by	the authorized	l with st	amp , o	ther wise the proposal will be disqua	fied . Supplier Requi	red confirm		
	Φ	Technical												
		Scope of wo	rk fulfillment & specific	ation							Supplier Requi	red Qualified or Unqualified		14.28
		Quality of sa	amples								Supplier Requi	red Qualified or Unqualified		14.28
		company ag	e and market reputation	n							Supplier Requi	red Qualified or Unqualified		14.2
		technology	priented								Supplier Requi	red Qualified or Unqualified		14.28
		health & saf	ety certificate								Supplier Requi	red Qualified or Unqualified		14.3
	\odot	Commercial												
		Comercial E	valuation- Cost								Internal Requir	ed		14.2
		Comercial E	valuation-ADLCP								Internal Requir	ed		14.2
Sele	ct Requi	rement: Add Section	Add Requirement	Move	Delete Actions	s Equ	alize Weights	~	Go					

<u>Requirements :</u>

um Score Upda

1

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10 🧷

5 🧷

36 🧷

24 🧷

Recalculate

Technical, Commercial Criteria and any other Requirements need to be provided by the bidders or the evaluation team in the organization to help the organization to get the best prices from qualified suppliers. Requirements can be evaluated automatically or manually by the evaluation team.

Evaluation can be by **Score** or **Weight** depends on the used criteria.

- 1. Define a new Section by press on **Add section** button.
- Under the defined section, add the requirements by click on Add Requirement button.



ADD / UPDATE THE REQUIREMENTS - 1

Indicates required field			
Section • Requirement Name • Requirement Description			 Enter the Requirement details Enter the Properties of the requirements. Click on Apply button to add the Requirement Or Apply and Add Requirement buttor to save it and open a new page to enter another
2	Type Supplier Required V Value Type Text Target Qualified or Unqualified Display To Supplier Scoring Method Manual V	L ADCP	requirement. Find the details of each field in the next page

ADD / UPDATE THE REQUIREMENTS -2

In Add/update Requirement page enter the following details:

- 1. Requirement Name
- 2. Requirement Description
- 3. Type: Select one of the following Types:
 - Supplier Required : Bidders must enter it.
 - Supplier Optional : Bidders can ignore it.
 - Internal Required : Scorer must enter it.
 - Internal Optional: Scorer can ignore it.
 - Display Only: to show it only.

4. Value Type : Select one of the following types:

- Text : Letters / words, or digits.
- Number Digits with decimals allowed.
- Date: Numbers in date format.
- URL: Link of website, like (www.dgs.gov.ae)
- 5. Target : Enter a target value for the Requirement (for example: ICV Score is more than 40)

Display To Supplier : Enable this option if you want bidders to see your Target value.

6. Scoring Method:

- None Responses can not be scored.
- Automatic The system will assign a score based on scoring information you define. If you choose Automatic, you must define the allowable values (or value ranges) and the score for each.
- Manual evaluators will enter scores for a particular response by hand when scoring a participant's response

7. Weight : If you choose to use weighting, enter the weight of this Requirement. The value you assign should reflect the importance of this Requirement relative to all other Requirements for this negotiation. The higher the value, the more important this Requirement among the other Requirements. The total of all Requirement weights must be 100.

8. Maximum Score: The Sourcing Administrator may have set a default value for this property, but you can override it if necessary. When automatic scoring is enabled, the maximum score is derived from the list of possible values

9. Knockout Score : You can specify a value that sets a threshold that applies to supplier responses. If the score for a supplier's response does not meet this threshold, that response is removed from the shortlist and therefore not available for analysis or award.

10. ADLCP : Enable this option for one requirements to let bidders provide you the details of "The National In-Country Value (ICV)" Score and Certificate copy.

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Requirements

Select Requirement:	Add Section	Add Requirement	Delete	Actions	Equalize Weights	✓ Ge	• [5 🕸	•
Expand All Collapse A	AII								
[
Negotiations > Header: Select Scoring Set	ttings (PEO 6509311-1)								
* Indicates required field	ungs (n & 0000011,1)						0.	incel Save	Арріу
Default Maximum Score 100 Scoring Teams	y scoring criteria to Suppliers								
Enable Team Scoring									
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		Team Assignment							
Section Assignments Section Understanding and Compliance with require	rements	~							
Section Assignments Section Understanding and Compliance with require Soundness of approach	rements	Technical Evaluation				3			
Section Assignments Section Understanding and Compliance with require	rements	~				3			
Section Assignments Section Understanding and Compliance with requir Soundness of approach Commercial		Technical Evaluation				3			
Section Assignments Section Understanding and Compliance with requir Soundness of approach Commercial	oring Team	Technical Evaluation				3		Cancel Apply	
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Section Assignments	Interface Secure	Position Draughtsman.444	Department Of Residency And Foreigners	Affairs - Al Ain, 340		A. Fi	ccess	Remove	

Click on (**Select Scoring Setting**) button to determine the role of each team for evaluating the requirements that provided by the bidders to select the best proposal.

- **1. Enable Weights**, if you are using the weights in the evaluation.
- 2. Display scoring criteria to Suppliers, enable it if you want to share the scoring criteria with the bidders.
- **3. Default Maximum score**: define the Maximum value of scoring.

Scoring Teams

Press on Add icon to define the scoring team.

Enter the Name of each team.

Write the **Instructions** of each team.

Enable the **Price visibility** if you want to allow the team to see the prices.

Edit each team to select the members from the defined list of names.

Finally, in the **section assignments**, assign the team for each section and keep it empty if the evaluation is not required for that section.

RFQ HEADER - NOTES AND ATTACHMENTS

Notes	and Attachmen	ts								You can add any support document in the attachments to share it with the bidders,
Note t	o Suppliers Note to	all Bidders.								approvers, or scorers. Click on Attachments button, then select the
Add A	ttachment •••									right category to share it with the selective
Seq 🔺	Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	Usage 🔺	Update	Delete	group.
10 Table	Attachment Di ostics	Short Text		To Supplier	FOS0189	21-May-2023	One-Time	1	Î	Attachments can be:
										File :
Г	Add Attachment							Canad	ld Another App	
	Add Desktop File/ Text/ URL	~						Caliber	in Anomer App	To attach any type, with Max size 10 MB
	Attachment Summary	Information								
		Title Description								URL :
		Category To Buye	ir 🗸	1						
	♂TIP For each attachment, s	elect correct 'Category' o	f attachment from 'drop-list'.							To enter the Website.
	Define Attachment									—
			Type File	Choose File No file cho	sen					Short text:
			Short Text							Write some details about the Scope of work
										·
										and items
			 Long Text 				li			
										Long Text:
										write the full details, SOW or specifications for
										the required items. 21

RFQ LINES

	Display Rank Ranki	As 1,2,3 ng Price Only	~			Cost Facto Price Tie		*		
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_	1 ClassifiedInfo		40.41	Each	2		2111002303		1	Î
	2 ClassifiedInfo		40.41	Each	8		2111002303		1	Ī
	3 ClassifiedInfo		40.41	Each	2		2111002303		1	Î
	* Indicates required field	6509311,1) Line Type Goods o Item Rev * Description Classific				Start Price Target Price	Any decimal places		Cancel Save a	s Draft Apply
		Line Type Goods o Item Rev				Price Precision Start Price Target Price Current Price Need-By From			Cancel Save a	s Draft Apply
		Line Type Goods o Item Rev * Description Classifie Category 40.41 nit of Measure Each	sdinfo			Price Precision Start Price Target Price Current Price	Any decimal places Display To Suppliers (28-May-2023 19:45:00)		Cancel Save a	s Draft Apply
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RFQ Lines retrieved from the selected approved requestion lines, so the buyer can edit the following information (Need By From, and Need By To "**must be after the published date**")

Description and Quantity can be changed.

Buyer can add additional attributes to each line to evaluate and decide about the proposed items depends on the provided details.

Also, Buyer can add attachments for each line.

RFQ CONTROLS

Create RFQ 6521301: C	ontrols		Cancel Online Disc	ussions Save as Draft	Review
* Indicates required field					
Schedule					
ł	Preview Date	Immediately	Open Date	Immediately	
	() Specify Time		Specify Time	
					Ē
	 Close Date 	30-Jun-2023 23:00:48	Award Date		Ē
Response Rules					

- Restrict to invited suppliers
- Allow supplier to select lines on which to respond
- Allow multiple responses
- Allow suppliers to submit Multiple Active Responses
- Allow Quote Withdrawal
- Require award approval
- Allow manual close before the Close Date
- Allow manual extend when the negotiation is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

Preview Date:

Specify a date/time after which the negotiation information can be accessed by potential bidders. They can view the negotiation's details but cannot place responses.

Open Date:

Select the date/time after which all invited bidders are allowed to participate in the negotiation or choose to open the negotiation immediately.

Close Date:

Select the date/time when the negotiation will be closed. Once closed, no further responses may be accepted. If you <u>allow the control manual close</u>, the negotiation can be closed prior to the defined close date. If you <u>allow the control manual extend</u>, the time limit for the negotiation can be extended past the original close date. When you extend a negotiation, you specify the new close date.

Close Date cannot be later than the Need-By Date.

Award Date:

Select the date/ time when you anticipate announcing the winner of the negotiation. This is displayed to the respondents.

CONTRACT TERMS – DEFINE CONTRACT TERMS

er	Create RFQ 6509311: Define Contract Terms				Cancel On	line Discussions	Save as Dr	aft Rev
ols act	Contract Terms							
ers					U	pdate Contract Det	ails Uploa	d Contra
	Contract Administrator	Cont	act Source No Ter	rms				
	Legal Contact	Contract Template				Apply Temp	late	
	Clauses Deliverables							
	s 🔅 🗕 🖩							
	Title		Non-Standard	Mandatory	Contract Expert	Select Alternate	e Update I	Delete
	No Contract Terms are available for this document. Please click "Apply Template" to add	Contract Terms						

If the contract module is implemented, then the buyer can select the contract template and click Apply template button to apply the defined terms and conditions.

If the contract module is not implemented, then you can click on upload Contract to attached.

RFQ SUPPLIERS – INVITE SUPPLIERS

Invi	vited Sup	pliers										
Sele	lect Supplie	rs: Contro	Access Delete	Delete All Ad	Id Invitation List Add Su	pplier •••						
	Supplier	A	Supplier Site		Contact		Phone Number	Supplier I	Email Address	Additional Co	ontact Email	Delet
	aaaaaaaa	xaansoi	ABU DHABI	Q	aaamcrteeaaxdqi, aaa	aaucgy 🗸						Î
	aaaaaaad	vaaanwk	AD BOX 37099	Q	aaaaaaaaaaaaixjf, aaa	aawobo 🗸						Î
	aaaaaam	oaaacuq	AL AIN	Q	aaaaaaaaaaalstg, Mr.	cioaagrlh 🗸						Î
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		Searc	Category Sele	Status Supplier Name Commodi Category All categor t and Business Classif	Approved Approv		App	roved Supplier L	.ist Rows 1	Invited Search Su list	Suppliers	
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Click on Add Supplier button to find the registered suppliers and invite them to the negotiation document.

In the search Suppliers page, write the supplier name in the supplier name box. OR, you can search by the category Click on Search button to find the suppliers, then select the required suppliers and press on Add to Invited Suppliers

Click on Apply button to add the selected suppliers.

* PO Box No. 0000

REGISTER A NEW SUPPLIER

ppliers: Add Su								Supplie		
rch Suppliers								Invited Su Search Sup		the invitees
	Status	Approved 🗸						list		
	Supplier Name									
Category	Selection () Commod	odity		Search Category in		Supplier Profile				
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If the supplier name is not exist and not register as a supplier in ADERP system, then click on Register New Supplier button to register as Prospective Supplier. The prospective supplier should complete the registration and approve by the supplier registration team. Note: you can't issue a

purchase order for any prospective supplier.



REVIEW AND SUBMIT RFQ

reate RFQ 6521301: Review		Cancel Actio	ns Buyer Printable View 🗸	Go Submit For Approva
Committee Review and Recommendations				
ote: Abu Dhabi Local Content (ADLCP) Requirement is intr	duced. Please add at least one ADLCP in Commercial Requ			
		فل للمحتوى المحلي من المعايير المائية قبل طرح المناقصة	ى النظام.، يرجى اضافة معيار واحد على الأ	تم تفعيل برئامج المحتوى المحلي تط
Title	ClassifiedInfo	Status	Draft	
Header Lines Controls Contract Terms	Suppliers			
				Update
Buyer	aaaxukzqhaareze, Ms. aaaaxrvutaatjjt	Unlocked Date		
Negotiation Style	Standard Negotiation	Operating Unit	agiyjkpxtkaaucg	
Quote Style	Sealed	Outcome	Blanket Purchase Agreement	
Security Level	Public	Event		
Approval Status	Requires Approval	Unsealed Date		
Unlocked By		Unsealed By		
Description	ClassifiedInfo			

Review the RFQ and click on (Submit for approval) button to get the necessary approval to publish your RFQ.

MANAGING PUBLISHED RFQ

MANAGING PUBLISHED RFQ

CREATE NEW ROUND

1. To amend the published RFQ, select

Create Amendment option from Actions Menu.

- 2. Enter the Amendment Description.
- 3. Complete the changes (add / remove) information.
- 4. Click on **Review** button.
- 5. Review the amendment and click on **Submit** for approval to approve the amendment and Re-publish it again.





ommitte	e Review and Recommenda	tions										
ader												
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bel				RFQ 6	509311		RFQ 6509311,1	RFQ 6509311,1				
nendmen	endment Description				ledinfo		333					
llabora	tion Team											
ction	Member				Approver	Access	Task	Targe	t Date			
dated	Safeyyah Si	alem بانی	Draught	sman.444	Yes	Full	ClassifiedInfo					
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tion dated dated Table Di tes and RFQ 65	Demonstrate a firm under ICV Certificate agnostics I Attachments 509311				0 0	nderstanding and Compliance	odated 🔺 🕓	1	1 100	Delete		

ACTIONS MENU

Actions	Online Discussions	Go
	Online Discussions	
	Monitor Supplier Activities	
	View Quote History	
0:09:56	Buyer Printable View	
3:56:56	Supplier Printable View	
	Extend RFQ	
	Close RFQ	
	Pause RFQ	
	Cancel RFQ	
proval		
	Manage Collaboration Team	
ase Order	Manage Requirements	
ase Order	Manage Scoring Teams	
	Add Invitees	
	Create Amendment	
	View Amendment History	

From Actions Menu, choose the following action:

Extend RFQ

Increase the close date of RFQ to give more time for bidders, the option of extend must be selected in the RFQ controls.

Close RFQ

You could close RFQ earlier if all bidders submitted their proposals. the option of closing must be selected in the RFQ controls.

Pause RFQ

Buyer can suspend RFQ, and it can be Resumed again at anytime.

Cancel RFQ

If RFQ cancelled, then the related purchase requisition lines will return it back to the auto-create

MANAGING PUBLISHED RFQ

ONLINE DISCUSSION



From Actions Menu, choose the following action: Online Discussion:

page displays all discussions associated with a specific negotiation. There can be multiple ongoing discussions for a single negotiation. The Subject identifies each discussion. For each discussion, there is an entry for the first message in the discussion thread and an entry for each reply. Discussion threads are sorted and displayed based on the date, and time of the most recent message received. The message also displays the name of the sender.



New Message •••										
Subject 📥	Message	Status 🔺	Sender 🔺	Company 🔺	Date 🔺	Attachments	Reply			
RFQ 6509311,1 has been paus	RFQ 6509311,1 has been paused. Only draft quotes c	Read	aaaxukzqhaareze, Ms. aaaaxrvutaatijt	Default enterprise name	28-May-2023 22:09:05		C .			
RFQ 6509311,1 has been resu	RFQ 6509311,1 has been resumed. You can continue t	Read	aaaxukzqhaareze, Ms. aaaaxrvutaatjjt	Default enterprise name	28-May-2023 22:18:17		b .			

MANAGING PUBLISHED RFQ

ONLINE DISCUSSION

* Indicates required field										
				Send To	 All Internal Me Selected Intern 	mbers	ev.			
				• Subject	For All Bidders	e recipiente, note contra ne contra n	·j.			
				* Message				_		
Attachments										
Add Attachment										
Seq	Title	Туре	Description		Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.										

Create New message:

After selecting online discussion option, you can send a new message to the selected "Sent To" by writing the Subject and message. Click on Send button to send it.

	age (RFQ	000931	1,1)							Cancel	Send
* Indicates required fie	ld										
	Send To	All Inte	opliers ed Suppliers ernal Members ed Internal Me								
		STIP To se	elect multiple r	recipients, hold down the c	ontrol key.						
		Re: RFQ 6	509311,1 has	been paused at 28-May-20)23 22:09:05 (Asia/Dubai)						
	* Message	aaaxukzgh	inal Message haareze, Ms. a sed. Only draft	aaaaxrvutaatijt (2023-05-28 aquotes can be created. No	22:09:05.0 Dubai]: RFQ 65 ote: Suspend	i09311,1 has					
Attachments											
Attachments Add Attachment Seq		Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Dele	

Reply to Message:

Send your reply to the received message, select Send To and click on send button.

OPENING PROPOSALS

OPENING RFQ

UNLOCK RFQ - TECHNICAL

Al Unread Messages

Actions Unlock Stage: Technical 🗸 Go

In a sealed RFQ, the buyer can't see the quotations until the RFQ is unlocked.

In addition, respondents in the RFQ can't see other quotes until the buyer also Unseals the RFQ.

RFQ can only be unlocked and unsealed after it is closed. Additionally, an RFQ can't be awarded until it is **Unlocked**.

From Actions menu Select (Unlock Stage – Technical) to Unsealed the proposals.

OPENING RFQ

LOCK SCORING - TECHNICAL



Once the Technical evaluation completed and the scores has been entered by the scorers, then the buyer must **lock scoring** by following the below steps:

- 1. From actions menu, select Manage Scoring Team option
- 2. Click on Lock Scoring button.
- 3. **Confirm** the locking.



COMPLETE EVALUATION – TECHNICAL



Evaluation Complete: Technical (RFQ 2733006)

Quotes excluded from the short list will not be available for the Commercial evaluation or during the awarding phase of this negotiation.

Confirm and close the technical evaluation by following the below steps:

1.From action menu, select Complete Evaluation – Technical.

2. Click on Complete button.


OPENING RFQ

UNLOCK STAGE – COMMERCIAL



Once the Technical evaluation completed, then the buyer can open "**unsealed** " the commercial proposals for shortlisted suppliers only.

Then the commercial evaluation team can start their task to score the financial proposals and start the award process for the RFQ.

🔁 Confirmation

Unlock Stage: Commercial has been done on RFQ 2733006. Now only the buyer can view both the Technical and Commercial quotes.

AWARDING RFQ

AWARD BY QUOTE



From Actions menu, select one of the following options:

• Award by Quote:

Award entire proposal from one bidder only.

Award by Line

Award selective lines from one or more bidders.

Award by Spreadsheet

Import the quotations to excel sheet to compare the process and complete the awarding.

Award Optimization

The system will find the best quotation for each line and recommend you best quotations to award.

Award Summary

You can compare the quotations of bidders.

Apply knockout Results

use it to apply the score below which a response is no longer considered acceptable and remove that bidders from the shortlisted.

AWARD BY QUOTE

Negotiations > Advanced Search > RFQ: 6445538 >

Award by Quote (RFQ 6445538)

Award Summary

			Title Classified	linfo	Status Closed (Unlocked)					
Select Quotes: Compare Requirements Award Multiple Lines			rd Multiple Lines	Change Shortlist Status Award						
Supplier	A		Quote 🔺	Quote Total (Quote Currency) 🔺 🛡	Quote Total (AED) 🔺	Score	Shortlist 🔺			
	IMPED 6 A	т	9517065	489,905.00 (AED) (1,489,905.00	0	1			
		3	9517055	658,700.00 (AED) 658,700.00	0	×			
□ s			9517079	730,050.00 (AED) 730,050.00	0	1			
L.L.C.	Γ΄ F	ING	9517081	907,500.00 (AED) (1907,500.00	0	1			

AIndicates partial quote.

AWARD A QUOTE

Intle Classifiedtrifo			Status Closed (Unlocked)		
By: All V Co					
91	RFQ Targets	PROTIVITI MEMBERS	TRUE	SIGMEN 8 INDU STRIAL L.L.C.	SABHA ADVERTISING GIFTS & PRINTING L.L.C.
der Ste					
Jier Contact		asazapptyasopzi, Mr. acldrijqosakním	asadrzigwasvolf, Mr. asaaajtrcaagowg	aaaaaaaaabnzh, Mr. aaaaaaaawaaqyrx	asaaaqbqsaamhmc, Mr. awwarbiroaazkmy
e Information					
Tel Control Contro		1	1	1	·
a		9517085	9517055	9517079	9517081
e Valid Unit		19-Feb-2022	23-Feb-2022		18-Feb-2022
e Total (Quote Currency)		A 489,905.00 (AED)	658,700.00 (AED)	730,050.00 (AED)	@ 907,500.00 (AED)
		A 489,905.00			A 907,500.00
ie Total (AED)		-	658,700.00	730,050.00	
ie Todat Without Atternate Lines (AED)		489,905.00	658,700.00	730,050.00	907,500.00
end Values (AED)		489,905.00	658,700.00	730,050.00	907,500.00
nga Amount (AED) nga Percent		0.00%	0.00%	0.00	0.00
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At which Inside License and Chamber of Commerce Certificate and all relevant Legal registration documents.	0	0	0	0	0
over of Attorney empowering the person signing the tender and all related documentation.					
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ion: Technical Requirements	100	0	0	0	0
ing Specifications - Yea or No	50	0	0	0	0
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to Buyer (Do Not Disclose Price in This Field)			Please Call us for any clarifications		We guoted only line 1 & 2 with options, for 3 & 4 not evaluable
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				//	
lo Supplier					

Compare the above details between the bidders to help you and decide about the best quotation.

If you want to award this to the first supplier, press on the Radio button for Award and select **Save award** the click Go Then Change actions to **Award Summary then click Go**

SAVED AWARD



Once the award is saved, then the amount will be shown in the award total column.

SUBMIT FOR APPROVAL

egotiations > Advanced Search > RFQ: 6445538 > Award by Quote (RFQ 6445538) > Award Quote (RFQ 6445538) > Award Summary (RFQ 6445538) > Submit Award for Approval: RFQ 6445538								
Approver List								
Change First Approver Reset Approver List								
Approver Name	Approver Type	Delete						
R	Authority							
Table Diagnostics Justification								
Note to Approver								

To complete the awarding, you must submit it for approval, once the award is approved then the process will be completed, and you can complete the contracting process.

AWARDING NOTIFICATION

proval	I Required: Award Rec	commendation fo	DF RFQ 64455	8 (Classified)	πτοj	Approve	Approve and Forward	Forward	Reject	Reassign	More Information Reques
rom Ma	laysarah Jamil Al-Sawafeen		Company	Default enterprise nan	ne						
To Kł	HALED AMIN KASSAGE		Title	ClassifiedInfo							
Sent			Number	6445538							
legotiatio legotiatio	on Preview January 17, 2022 12:28 on Open January 17, 2022 12:28 pm on Close January 19, 2022 04:00 pr Award Date	n Dubai									
lote to Ap	oprovers										
		ppropriate action or please	e go to Award Summa	ry page to view the av	vard recommendation, from where you	can also eithe	r Approve or Reject.				
elect fron	m the buttons on this page to take a	ppropriate action or please	e go to Award Summa	ry page to view the av	vard recommendation, from where you	can also eithe	r Approve or Reject.				
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Action Num	History Action Date 29-MAY-2023 00:57:57	Action	From		То						
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Action Num	m the buttons on this page to take a History Action Date 29-MAY-2023 00:57:57	Action Submit	From		То						

The approvers will receive the above notification to take the necessary action

AWARDING

COMPLETE AWARD



Once the RFQ is awarded, then the buyer must select the (**Complete award**) from the actions menu to share the final decision with the awarded company and with the other bidders (if needed).

Negotiations > Advanced Search > RFQ: 6445538 >

Information

Click Submit to confirm the award decision for this negotiation. Should you subsequently need to make changes to the award decision, you will need to manually update or cancel any existing Standard Purchase Order document(s) before using the Reopen Award action to make a new award decision.

Cancel Submit

Create Standard Purchase Order for this Negotiation

Share award decisions with suppliers immediately

CREATE A PURCHASE ORDER FOR AWARDED RFQ

Negotiati	ons > Advanced Search > RFQ: 6445538 >								
🔒 Co	nfirmation								
RF	Q Award Complete.								
Create	e Purchase Order (RFQ 6445538)					[Review Alternate Lines	Cancel	Save Submit
* Indicat	es required field								
Pu	Title ClassifiedInfo rchasing Document Style Standard Purchase Order			Operating Unit aa	aaaemcoa	aaaavh			
Standa	ard Purchase Order Details								
•••									
Show All	Details Hide All Details								
Details	Supplier	Contact	Supplier Site	∗Buyer		 Acceptance Required 	Initiate Approval	Alternate Li	nes Awarde
>	PROTIVITI MEMBER FIRM MIDDLE EAST CONSULTANCY L.L.C.	aaazapptyaaopxi, Mr. actdrijqoaaknfm	ABU DHABI 🗸	المرازيق HASAN فقير Asma	Q	None			
4									•

Table Diagnostics

The system will create a new Purchase order for the awarded company and then the buyer can review it and submit it for approval.

NOTIFICATION FOR A NEW PURCHASE ORDER

Status Monitor > Monitor Search > Monitor Activities History >									
1 Information									
This notification does not require a response.									
Status: Standard Purchase Order(s) submitted for creation for RFQ 6445538							Reassign	More Information Request	
From Maysarah Jamil Al-Sawafeen	Company	Default enterprise name							
To Maysarah Jamil Al-Sawafeen	Title	ClassifiedInfo							
Sent 29-May-2023 01:05:00	Number	6445538							
Negotiation Preview Not specified Negotiation Open January 17, 2022 12:28 pm Dubai Negotiation Close January 19, 2022 04:00 pm Dubai Organization aaaaaemcoaaaavh									
Number of Standard Purchase Order(s) created 1									
Details of Standard Purchase Order(s) created: Quote Number 9517065 Supplier aamumhhfwaawjed Supplier Site ABU DHABI Standard Purchase Order Number 6512004279 Buyer Asma المرازيق HASAN									
Details of up to 10 created Standard Purchase Orders wil To view the details of all created Standard Purchase Orde		ment Summary page.							

Return to Worklist

PURCHASE ORDER AFTER THE SUBMISSION

Negotiations > Simple Search > RFQ: 6445538 >

Purchase Order Summary (RFQ 6445538)



The buyer can open and update the generated purchase order and submit it for approval at anytime.



